



EMPLOYMENT OPPORTUNITY

Police Records Transcriptionist

Recruitment Number: 04-246

Salary: \$2376.85 – \$2889.07 / Monthly

Filing Deadline: 5 PM, FRIDAY, AUGUST 13, 2004

POSITION SUMMARY

The Police Records Transcriptionist works under general direction and transcribes a variety of complex and confidential police reports. This position insures that the reports have correct grammar, punctuation, format and spelling. Note: The current position may be assigned to either a day or evening shift and weekends and periodic rotations will occur.

ESSENTIAL FUNCTIONS

Functions may include, but are not limited to, the following: Reviewing various police reports, such as crime and incident reports to determine completeness of information; checking accuracy of spelling, grammar, punctuation; checking accuracy of reports and other information by comparing them to other police documents such as crime logs and narratives; resolving incomplete and inaccurate information following established guidelines or by referring them to the appropriate staff; transcribing technical, complex, and confidential police reports, insuring correct formats, grammar and coding; reviewing and typing handwritten reports; copying and distributing completed reports; maintaining current codebooks and manuals; performing other office support duties such as filing, answering and referring calls or taking messages and providing information at the front counter; building and maintaining positive working relationships with co-workers, other City employees and the public using the principles of good customer service; and performing other duties as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of experience and training equivalent to completion of the twelfth grade, and at least two years of typing, word processing or transcription experience. Some law enforcement office support is desirable. Note: Experience with personal computers is required. Extensive experience with Microsoft WORD is highly desirable. **Must submit a copy of a typing certificate indicating a typing speed of at least 55 N.W.P.M. dated within the last two years with your application.** Online typing certificates, or those that do not follow the International Typing Contest Rules will not be accepted.

Knowledge, Skills and Abilities: Knowledge of: standard office administrative practices and procedures, including the operation of common office equipment; record keeping, report preparation and filing methods; correct English usage including spelling, grammar, punctuation and vocabulary; relevant forms, formats, codes, administrative orders, manual and computerized files; Ability to: operate standard office equipment, typing and transcribing accurately; type at a speed of 55 nwpm; intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff; organize, prioritize and coordinate work activities; use initiative and sound independent judgment within established guidelines; maintain accurate records and files; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; pass detailed background investigation; work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands, lift or carry weight of 10 pounds or less.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

Note: The City contributes 8% to the Public Agency Retirement System (PERS) for the employee. Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program. Employees will accrue up to 40 furlough hours between their hire date and June 30, 2005.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

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